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ABSTRACT

Part IV of a series dealing with instructional media systems offers evaluation guidelines that individual schools can use to examine the current status of their instructional media center, identify critical needs, and establish long and short term goals. The guidelines are in five areas: philosophy and program, personnel, facilities, equipment, and materials. Each area is composed of several specific items. Personnel, for instance includes both employees and users of the media center. For each item goals for four phases of the center's operation are set up. The phases proceed from the early days of the center to the time when it is fully equipped and made use of. (JK)

ED 067852



MEDIA

HOW ARE WE DOING?

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION

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Guidelines For The Development Of An Instructional Media System Part IV

Utah State Board of Education

ED 067852

Media

HOW ARE WE DOING?

This publication is Part IV of a series dealing with an instructional media subsystem as an integral part of the educational system of the state.

This part provides an evaluative instrument for use by individual schools of the state in examining their current status, identifying critical needs, and establishing long and short range goals.

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Utah State Board of Education
Office of State Superintendent
Walter D. Talbot, State Superintendent

Instructional Media Division
LeRoy R. Lindeman, Administrator
1971



Media

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PREFACE

This publication is a culmination of three years of developed as a result of regional conferences held in received was a suggestion to phase the state guideline might progress.

Special appreciation is expressed to Jordan and Pr field-testing this instrument.

INTRODUCTION

As we move into the seventies, it becomes apparent in education. The first is individualization of instruction definitive planning and accountability.

Media must be an integral part of both trends. You only one book available. You cannot individualize instruction of all types of instructional materials is required to reach developing each individual to his capacity.

This publication is designed specifically to assist schools of their total educational system. It can help in identifying critical needs, and in establishing both short term objectives and administrators as well as media personnel should be of SBEU Form 0523 "School Media Profile" is designed available from the Instructional Media Division on request.

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PREFACE

This publication is a culmination of three years of study in the state of Utah. This part developed as a result of regional conferences held in 1969-70. One common recommendation received was a suggestion to phase the state guidelines so as to provide steps along which schools might progress.

Special appreciation is expressed to Jordan and Provo School Districts for their help in field-testing this instrument.

INTRODUCTION

As we move into the seventies, it becomes apparent that two major changes are occurring in education. The first is individualization of instruction; the second is an increase in definitive planning and accountability.

Media must be an integral part of both trends. You cannot individualize if you have only one book available. You cannot individualize if you have only books. A complex of all types of instructional materials is required to really bring to fruition the dream of developing each individual to his capacity.

This publication is designed specifically to assist schools in evaluating the media component of their total educational system. It can help in identifying where a school is, in defining its critical needs, and in establishing both short term objectives and long range goals. Teachers and administrators as well as media personnel should be involved in its utilization. The use of SBEU Form 0523 "School Media Profile" is designed to complement this publication and is available from the Instructional Media Division on request.

I. PHILOSOPHY AND PROGRAM

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
A. General	School has a verbal educational philosophy	School has a written educational philosophy	School has a written educational philosophy and a separate philosophy for media program
B. Specific			
1. Selection	School leaves selection to media coordinator with verbal understandings from faculty	School has a written policy approved by the principal	School has a written policy which is officially approved which provides specific ways teachers will be included
2. Weeding	School leaves weeding to media coordinator	School has a written policy which has been officially approved	Same as Phase II
3. Circulation	School leaves the circulation policy to media coordinator	School has a written policy which has been officially approved	Same as Phase II

I. PHILOSOPHY AND PROGRAM

Phase I

School has a verbal educational philosophy

Phase II

School has a written educational philosophy

Phase III

School has a written educational philosophy and a separate written philosophy for the media program

Phase IV

School has a written educational philosophy including a section dealing with the role or mission of the media program

School leaves selection to media coordinator with verbal understandings from faculty

School has a written policy approved by the principal

School has a written policy which has been officially approved and which provides for specific ways in which teachers will be included

School has a written policy which has been officially approved and which provides for specific ways in which teachers and students will be included

School leaves weeding to media coordinator

School has a written policy which has been officially approved

Same as Phase IV

School has a written policy which has been officially approved and which provides for specific ways in which teachers help determine discard policy for materials and equipment

School leaves the circulation policy to media coordinator

School has a written policy which has been officially approved

Same as Phase IV

School has a written policy which:

- Has been approved by the principal
- Clarifies who may borrow
- Defines what items will circulate

I. PHILOSOPHY AND PROGRAM

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
B. Specific			
4. Terminology			
a. The central media facility is called:	Library and/or AV center	Instructional media center as evidenced by use in official correspondence and by official designation on doors, plans, etc.	Same as PH
b. The professional media person(s) is called:	Librarian and/or AV coordinator	Instructional media coordinator and associate instructional media coordinator(s)	Instructional coordinator, associate instructional media coordinator as evidenced by official designation on doors, plans, etc.

I. PHILOSOPHY AND PROGRAM

Phase I

Phase II

Phase III

Phase IV

- d. Describes length of time materials may be checked out
- e. Specifies the fine policy

Technology

The central media facility is called:

Library and/or AV center

Instructional media center as evidenced by use in official correspondence and by official designation on doors, plans, etc.

Same as Phase IV

Instructional media center as evidenced by use in official correspondence and by official designation on doors, plans, etc., and in general faculty usage (i.e. in their casual and formal conversations)

The professional media person(s) is called:

Librarian and/or AV coordinator

Instructional media coordinator and associate instructional media coordinator(s)

Instructional media coordinator and associate instructional media coordinator(s) as evidenced by official designation on doors, plans, etc.

Instructional media coordinator and associate instructional media coordinator(s) as evidenced:

1. In official correspondence
2. On the office door and on floor plans
3. In general faculty usage (conversations)

I. PHILOSOPHY AND PROGRAM

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase</u>
B. Specific			
5. Inventory	School does not maintain any central inventory	Schools maintain a central inventory of both materials and equipment (All materials and equipment in school) Physical inventory (counting) is taken annually	Same as
6. Location of materials (collections) in center	Only books are available for immediate student usage	All printed materials are available for immediate student usage. Audiovisual materials are behind counters or in locked rooms	All materials recorded and via immediate student operate equipment having of an of them
7. Card catalog	Only books in the media center are cataloged and in the card catalog	All materials in the media center can be located through the card catalog (one exception may be paperback fiction)	All materials school and in except collect back file material filed in (Not set of materials)

I. PHILOSOPHY AND PROGRAM

<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
School does not maintain any central inventory	Schools maintain a central inventory of both materials and equipment (All materials and equipment in school) Physical inventory (counting) is taken annually	Same as Phase IV	Same as Phase II except a perpetual inventory as explained in the <u>Cataloging and Inventorying Instructional Materials in Utah Schools</u>
Only books are available for immediate student usage	All printed materials are available for immediate student usage. Audiovisual materials are behind counters or in locked rooms	All materials except recordings, MP films and video tapes are immediately available for students (who can operate the related equipment) without having to ask the help of an adult to obtain them	All materials including MP films, video tape recordings, filmstrips, etc. are easily available for students and faculty (who can operate the related equipment) without having to ask the help of an adult to obtain them
Only books in the media center are cataloged and in the card catalog	All materials in the media center can be located through the card catalog (one exception may be paperback fiction)	All materials in the school are cataloged and in the card catalog except textbook collections and paperback fiction. All materials are interfiled in the card catalog (Not separated by type of material)	Same as Phase III plus: Catalog cards are color coded as to type of material as outlined in <u>Cataloging and Inventorying Instructional Materials in Utah Schools</u>

I. PHILOSOPHY AND PROGRAM

Phase I

Phase II

Phase III

Phase IV

C. Evidence of philosophy in action

1. Utilization of the IMC

a. Faculty and staff: Average percentage of faculty and staff members using the center. (Do not count faculty meetings)	Less than 50% of faculty visit the center each week	50 to 65% weekly	65 to 80% weekly	More than 80% weekly
b. Students: Average percentage of the student body using the center	Less than 20% of the students daily	20 to 35% of the students daily	35 to 50% of the students daily	Over 50% of the students daily
c. Extent of use	During the time the center is open, students or faculty are present 70% or more of the time	During the time the center is open, it is being used by students or faculty at least 80% of the time	During the time the center is open it is being used by students or faculty at least 90% of the time	There is no time during the period the center is open, when it is not being used by some student or faculty member
d. Hours	The center is open only during school hours	The center is open during school hours (including lunch period) and at least 30 minutes preceeding the beginning and following the ending of classes	In addition to the hours outlined in Phase II, the center is open at least an additional 6 hours per week	In addition to the hours outlined in Phase II, the center is open at least an additional 20 hours per week

I. PHILOSOPHY AND PROGRAM

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
C. Evidence of philosophy in action			
2. Scheduling			
a. Student accessibility	Students may come to the center only when their group is scheduled	Students may independently use the center only when a scheduled group is not there	Students may come to the center only when a scheduled group is not there
b. Media coordinators	Are scheduled to meet with classes or large groups 50% or more of the time	Are scheduled to meet with large groups 40 to 50% of the time	Are scheduled to meet with large groups 40 to 50% of the time

I. PHILOSOPHY AND PROGRAM

Phase I

Phase II

Phase III

Phase IV

nce of philosophy in

cheduling

Student accessibility	Students may come to the center only when their group is scheduled	Students may independently use the center only when a scheduled group is not there	Students are free to come to the center at any time it is open	Students are free to come to the center any time it is open and it is never scheduled so tightly with groups that there is no room for individuals
Media coordinators	Are scheduled to meet with classes or large groups 50% or more of the time	Are scheduled to meet with large groups 40 to 50% of the time	Are free to work with individual students and teachers at least 60% of the time (scheduled to meet with large groups 30 to 40% of time)	Are free to work with those needing help at least 70% of the time. (Scheduled time with large groups does not exceed 30%)

II. PERSONNEL

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
A. Professional educators (Media)				
1. Number employed	At least 1 per 1,000 students (i.e. 500 student school would have $\frac{1}{2}$ time person)	At least 1 per 800 students	At least 1 per 600 students	At least 1 per 400 students
2. Management functions	Professional media persons spend over 50% of their time	Spend between 40 and 50% of their time	Spend between 30 and 40% of their time	Spend less than 30% of their time
Include such items as:				
Training members of media teams				
Supervising members of media teams				
Planning and organizing the media program, facilities, etc.				
3. Utilization functions	Professional media persons spend between 20 and 30% of their time	Spend between 30 and 40% of their time	Spend between 40 and 50% of their time	Spend more than 50% of their time

Working with adults in:

- Helping to develop lessons plans
- Meeting with team members on curriculum problems
- Giving discussions outside IMC on use of media
- Discussing media services with faculty
- Speaking to service groups in community on IMC program
- Working with faculty media committee
- Circulating TV guides and schedules to teachers
- Informing faculty of TV programs and changes
- Informing faculty of new materials
- Assisting faculty in designing overhead transparencies, graphs, and other visuals
- Classifying materials to be cataloged

II. PERSONNEL

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
A. Professional educators (media)				
3. Utilization functions				
Also includes working with students in:				
Developing enthusiasm about media				
Helping them learn how to locate materials to meet their needs				
Helping them become literate in all areas (visual, verbal, aural, and oral literacy)				
4. Clerical and technical functions	Professional media persons spend more than 50% of their time	Spend between 20 and 50% of their time	Spend between 10 and 20% of their time	Spend less than 10% of their time
Include such items as:				
Ordering and cataloging materials and equipment				
Producing transparencies, audio tapes, charts, graphs, etc.				
Circulating materials and equipment				
Repairing materials and equipment				
Typing				
Duplicating audio and video recordings				
Taking inventory				
5. Certification				
All professional media personnel have qualified for and received the credentials as indicated	Teacher and Librarian Certificate	Teaching certificate with basic media endorsement	Teaching certificate with professional media endorsement	Same as Phase III
B. Non Professional				
1. Number employed	At least 1 per 1,000 students. (i.e. 500 student school would have ½ time person)	At least 1 per 800 students	At least 1 per 600 students	At least 1 per 400 students

II. PERSONNEL

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
B. Nonprofessional				
2. Utilization functions	Technical and clerical personnel spend more than 50% of their time in these tasks	Spend between 20 and 50% of their time	Spend between 10 and 30% of their time	Spend less than 10% of their time
Include assisting student in:				
a. Locating (not selecting) materials and equipment in the center				
b. Operating equipment				
3. Clerical and technical functions	Clerical and technical personnel attempt to operate center with only part time supervision from district level media specialists	Same as Phase IV	Same as Phase IV	Spend 100% of their time in these areas. Do not attempt to operate a center but work under direction of a professional media coordinator
Include such items as:				
Ordering and cataloging materials and equipment				
Producing transparencies, audio tapes, charts, graphs, etc.				
Circulating materials and equipment				
Typing				
Duplicating audio and video recordings				
Taking inventory				
Repairing materials and equipment				

III. FACILITIES

Phase I

Phase II

Do not count any space more than once in making the following analysis.

A. Display and circulation area includes:

Displays and exhibits
Card catalog
Circulation desk

Count only floor space - not vertical surface areas

Enrollment up to 250 students	100 to 150 square feet	150 to 200 square feet
Enrollment over 250 students	250 to 400 square feet	400 to 500 square feet including at least one display case

B. Individual study areas

1. Size

Capacity to handle simultaneously the number of students at the rate indicated	5% of student enrollment at 15 square feet	8% of student enrollment at 20 square feet per student
--	--	--

2. Special treatment

a. Power outlet available without use of extension cord	a. 10% + of seating capacity equipped with power	a. 20% + of seating capacity equipped with power
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III. FACILITIES

Phase I

Phase II

Phase III

Phase IV

y space more than
the following

circulation area

ys and exhibits
catalog
ation desk

floor space - not
face areas

ment up to 250
s

100 to 150 square
feet

150 to 200 square
feet

200 to 400 square
feet including at
least one display case

Over 400 square
feet including at
least two display cases

ment over 250
s

250 to 400 square
feet

400 to 500 square
feet including at
least one display
case

500 to 800 square
feet including at
least two display
cases

Over 800 square feet
including at least two
display cases, one of
which is a glass case
which can be locked

study areas

capacity to handle
multaneously the
number of students at
the rate indicated

5% of student enroll-
ment at 15 square

8% of student enroll-
ment at 20 square feet
per student

12% of student enroll-
ment at 25 square feet
per student

15% of student enroll-
ment at 30 square feet
per student

treatment
ver outlet avail-
e without use of
ension cord

a. 10% + of seating
capacity equipped
with power

a. 20% + of seating
capacity equipped
with power

a. 30% + of seating
capacity equipped
with power

a. 40% + of seating
capacity equipped
with power

III FACILITIES

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
B. Individual study areas			
b. Carrels	b. Carrels for less than 1% of student enrollment	b. Carrels for at least 1% of the student enrollment	b. Carrels for at least 1% of the student enrollment
c. Equipped	c. At least one each of the following set-up ready for individual use: Filmstrip viewer and tape listening	c. At least 5% of media center seating capacity set-up ready for individual use with: Filmstrip viewing, tape and/or record listening	c. At least 5% of media center seating capacity set-up ready for individual use with: Filmstrip viewing, tape and/or record listening
C. Group study area			
Provision for the following, allowing at least square feet indicated:			
1. Small group viewing and listening	50 square feet	100 square feet	150 square feet
2. Conference rooms	At least one room	At least 2 rooms per 500 students	At least 2 rooms per 400 students
3. Large classroom as part of the media center. Equipped with appropriate audiovisual equipment and acoustical treatment. Not assigned to any specific class or group	None	None	At least one room for this purpose with a minimum of 100 square feet

III FACILITIES

Phase I

Phase II

Phase III

Phase IV

b. Carrels for less than 1% of student enrollment

b. Carrels for at least 1% of the student enrollment

b. Carrels for at least 2% of the student enrollment

b. Carrels for at least 3% of student enrollment

c. At least one each of the following set-up ready for individual use: Filmstrip viewer and tape listening

c. At least 5% of media center seating capacity set-up ready for individual use with: Filmstrip viewing, tape and/or record listening

c. At least 10% of the media center seating capacity equipped set-up and ready for use with: Individual filmstrip viewing, tape or record listening, and/or motion picture viewing

c. 15% + of media center capacity set-up ready for individual use for: Filmstrip viewing, audio tape and record listening, and/or motion picture and video tape viewing (both 8 and 16mm)

50 square feet

100 square feet

150 square feet

200 square feet

At least one room

At least 2 rooms per 500 students

At least 2 rooms per 400 students

At least 2 rooms per 300 students

None

None

At least one space for this purpose containing a minimum of 500 square feet

One or more spaces for this purpose containing a minimum of 1,000 square feet

III FACILITIES

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
D. Production area Have provided as part of the media center at least:	200 or more square feet of floor space and 30 square feet of production supply storage	400 or more square feet of floor space and 60 square feet of production supply storage. Equipped with a sink and running water	600 or more square feet of floor space and 90 square feet of production supply storage. Equipped with a sink and running water	800 or more square feet of floor space and 120 square feet of production supply storage. Equipped with a sink and running water
E. Equipment storage Space for circulating AV equipment	100 or more square feet	150 or more square feet	200 or more square feet for schools over 250 students. 150 square feet for schools of 250 or less students	250 or more square feet for schools over 250 students. 150 square feet for schools of 250 or less students
F. Work area for processing materials and minor main- tenance	At least 100 square feet	200 + square feet	250 + square feet or 1 square foot per student whichever is greater	300 + square feet or 2 square feet per student whichever is greater
G. Professional area Designed as a teachers' lounge and conference area adjacent to pro- duction area if possible	150 + square feet	300 + square feet	300 + square feet or 5 square feet per teacher (staff member) whichever is greater	300 + square feet or 10 square feet per teacher (staff member) whichever is greater
H. Office space for professional media staff (May or may not be enclosed)	75 square feet	100 square feet	125 square feet or $\frac{1}{4}$ square feet per student whichever is greater	150 square feet or $\frac{1}{4}$ square feet per student whichever is greater

IV. EQUIPMENT

Phase I

Phase II

Phase III

Phase IV

When computing the number needed, round off to nearest whole number

A. 16mm Projector	1 plus 1 per 20 teaching stations	1 plus 1 per 15 teaching stations	1 plus 1 per 10 teaching stations	1 plus 1 per 5 teaching stations
B. 8mm Projector	2 plus 1 per 50 teaching stations	2 plus 1 per 40 teaching stations	2 plus 1 per 25 teaching stations	2 plus 1 per 20 teaching stations
C. 2 X 2 Slide projector, remote controlled	One per school	1 plus 1 per 40 teaching stations	1 plus 1 per 30 teaching stations	2 plus 1 per 25 teaching stations
D. Filmstrip or combination filmstrip/slide projector	1 plus 1 per 12 teaching stations	1 plus 1 per 10 teaching stations	1 plus 1 per 9 teaching stations	1 plus 1 per 8 teaching stations
E. 10 X 10 Overhead projector	1 plus 1 per 4 teaching stations	1 plus 1 per 3 teaching stations	1 plus 1 per 2 teaching stations	1 plus 1 per teaching station
F. Opaque projector	None	1 per school	1 plus 1 per 2,000 students	1 plus 1 per 1,000 students
G. Filmstrip viewer Note: Small projectors may be counted here providing they are not also counted as filmstrip projectors	1 per each 50 students	1 per each 30 students	1 for each 25 students	1 for each 20 students
H. 2 X 2 Slide viewer	One per school	1 plus 1 per 25 teaching stations	1 plus 1 per 20 teaching stations	1 plus 1 per 15 teaching stations

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase</u>
I. TV Receiver	1 per 4 teaching stations where programs are available*	1 per 3 teaching stations where programs are available*	1 per station are av
*Programs are deemed available if your school can receive KUED			
J. Micro-Projector	0 per school	1 per school	1 per 50 teaching stations which
K. Record player	1 per 4 teaching stations K-3. 1 per 5 teaching stations 4-6. 1 plus 1 per 20 teaching stations in secondary schools	1 per 3 teaching stations K-3. 1 per 4 teaching stations 4-6. 1 plus 1 per 15 teaching stations in secondary schools	1 per station teaching 2 plus ing sta second
L. Audio tape players Or tape recorders if tape recorders not counted below	2 plus 1 per 8 teaching stations in elementary schools. 1 plus 1 per 10 teaching stations in secondary schools	2 plus 1 per 4 teaching stations in elementary schools. 1 plus 1 per 10 teaching stations in secondary schools	1 for e with a equipph phones
M. Audio tape recorders	1 per 20 teaching stations	1 plus 1 per 20 teaching stations	1 plus ing sta
N. Listening stations	1 portable listening station with 8 or more earphones	2 portable listening stations with 8 or more sets of earphones for each station	3 portable station sets of

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
Receiver	1 per 4 teaching stations where programs are available*	1 per 3 teaching stations where programs are available*	1 per 2 teaching stations where programs are available*	1 per teaching station where programs are available*
Programs are deemed available if your school can receive KUED				
Projector	0 per school	1 per school	1 per school or 1 per 50 teaching stations whichever is greater	1 per school or 1 per 30 teaching stations whichever is greater
Player	1 per 4 teaching stations K-3. 1 per 5 teaching stations 4-6. 1 plus 1 per 20 teaching stations in secondary schools	1 per 3 teaching stations K-3. 1 per 4 teaching stations 4-6. 1 plus 1 per 15 teaching stations in secondary schools	1 per 2 teaching stations K-3. 1 per 3 teaching stations 4-6. 2 plus 1 per 15 teaching stations in secondary schools	1 per teaching stations K-3. 1 per 2 teaching stations 4-6. 2 plus 2 per 15 teaching stations in secondary schools. Secondary schools - additional: 1 for music department 1 for girls' P.E. department 1 for auditorium
Tape players	2 plus 1 per 8 teaching stations in elementary schools. 1 plus 1 per 10 teaching stations in secondary schools	2 plus 1 per 4 teaching stations in elementary schools. 1 plus 1 per 10 teaching stations in secondary schools	1 for each 25 students with at least 30% equipped with earphones	1 for each 10 students with at least 50% equipped with earphones
Tape recorders if not listed below				
Tape recorders	1 per 20 teaching stations	1 plus 1 per 20 teaching stations	1 plus 1 per 15 teaching stations	1 plus 1 per 10 teaching stations
Listening stations	1 portable listening station with 8 or more earphones	2 portable listening stations with 8 or more sets of earphones for each station	3 portable listening stations with 8 or more sets of earphones each	4 portable listening stations with 8 or more sets of earphones each

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
O. Projection cart	1 per every 4 portable pieces of equipment	1 per every 3 pieces of equipment	1 for every 2 pieces of equipment
P. Projection screens for group viewing	1 plus 1 per 10 teaching stations	1 plus 1 per 5 teaching stations	1 per 2 teaching stations. Permanent screens no smaller than 70" X 70"
Q. Radio receiver (AM-FM)	1 per media center	1 per media center	1 per media center
R. Copying machine	1 per media center	1 per media center plus 1 per 40 teaching stations	1 per media center plus 1 per 30 teaching stations
S. Duplicating machine	1 per media center	1 per media center plus 1 per 40 teaching stations	1 per media center plus 1 per 30 teaching stations
T. Light control Darkening facilities so that 16mm film can be adequately projected:	In 25% of classrooms	In 50% of classrooms	In 75% of classrooms
U. Video tape recorder	1 per media center	2 per media center	1 per 20 teaching stations plus provisions for individual viewing in media center

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
on cart	1 per every 4 portable pieces of equipment	1 per every 3 pieces of equipment	1 for every 2 pieces of equipment	1 per portable piece of equipment
on screens for group	1 plus 1 per 10 teaching stations	1 plus 1 per 5 teaching stations	1 per 2 teaching stations. Permanent screens no smaller than 70" X 70"	1 permanently mounted screen per classroom plus portable screens as needed. Permanent screens no smaller than 70" X 70" with keystone eliminator
ceiver (AM-FM)	1 per media center	1 per media center	1 per media center	1 per media center plus central distribution system (to all teaching stations)
s machine	1 per media center	1 per media center plus 1 per 40 teaching stations	1 per media center plus 1 per 30 teaching stations	1 per media center plus 1 per 30 teaching stations
ing machine	1 per media center	1 per media center plus 1 per 40 teaching stations	1 per media center plus 1 per 30 teaching stations	1 per media center plus 1 per 30 teaching stations
ontrol kening facilities so t 16mm film can be quately projected:	In 25% of classrooms	In 50% of classrooms	In 75% of classrooms	Controlled light in every classroom and media center to the extent that all types of projected media can be utilized effectively
ope recorder	1 per media center	2 per media center	1 per 20 teaching stations plus provisions for individual viewing in media center	1 per 10 teaching stations plus provisions for individual viewing in media center

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
V. Local production equipment per building			
1. Dry mount press and tacking iron	1 per school	1 per school	1 per school
2. Paper cutter	1 at least 15" square	1 at least 15" square	One 15" or every 20 teaching stations
3. Transparency production equipment	1 type	2 types	2 types
4. Rapid process camera	None	1 per school	1 per school
5. Primary typewriter	None	1 per school	1 per school
6. Copy camera and stand	None	1 per school	1 per school
7. 35mm Still camera May be used also as a copy camera	None	1 per school	1 per school
8. Film rewind	None	None	1 hand or power operated
9. Filmsplacers (8 and 16mm)	None	1 (8mm or 16mm)	1 or more (8 and 16mm capable)
10. Tape splicer	None	1 per school	1 per school
11. Mechanical lettering device (Leroy, Wrico, stencils, etc.)	None	1 per school	2 different types per school

IV. EQUIPMENT

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
Local production equipment per building				
Dry mount press and tacking iron	1 per school	1 per school	1 per school	1 per school and at least 24" square
Paper cutter	1 at least 15" square	1 at least 15" square	One 15" or larger for every 20 teaching stations	One 15" or larger paper cutter for every 20 teaching stations and at least one 24" or larger for the school
Transparency production equipment	1 type	2 types	2 types	2 types
Rapid process camera	None	1 per school	1 per school	2 per school
Primary typewriter	None	1 per school	1 per school	1 per school
Copy camera and stand	None	1 per school	1 per school	1 per school or 1 per 500 students, whichever is greater
35mm Still camera May be used also as a copy camera	None	1 per school	1 per school	1 per school or 1 per 500 students, whichever is greater
Film rewind	None	None	1 hand or power operated	1 power operated
Filmsplacers (8 and 16mm)	None	1 (8mm or 16mm)	1 or more (8mm and 16mm capability)	1 or more (8mm, Super 8mm, and 16mm capability)
Tape splicer	None	1 per school	1 per school	2 per school (Audio & Video)
Mechanical lettering device (Leroy, Wrico, stencils, etc.)	None	1 per school	2 different types per school	3 different types per school

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
A. Books (Non-text)			
1-250 Students	10 books per student	15 books per student	30 books per student
Over 250 Students	2,500 + volumes or 5 volumes per student, whichever is greater	5,000 + volumes or 8 volumes per student, whichever is greater	7,500 volumes or 10 volumes per student, whichever is greater
B. Magazines Includes adult periodicals for teachers			
Elementary school 1-250 students	7 titles	12 titles	15 titles
Over 250 students	10 + titles	20 + titles	30 + titles
Junior high school 1-250 students	12 titles	25 titles	35 titles
Over 250 students	25 + titles	50 + titles	75 + titles
High school 1-250 students	20 titles	40 titles	60 titles
Over 250 students	30 + titles with duplication of titles and indexes as required	60 + titles with duplication of titles and indexes as re- quired	80 + titles with duplication of titles and indexes as required
C. Newspapers			
All schools	1 metropolitan news- paper plus 1 local newspaper	1 metropolitan news- paper plus all local newspapers	2 metropolitan papers (one na- tional and 1 Salt Lake paper plus all newspapers)

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
xt)				
nts	10 books per student	15 books per student	30 books per student	45 books per student
tudents	2,500 + volumes or 5 volumes per student, whichever is greater	5,000 + volumes or 8 volumes per student, whichever is greater	7,500 volumes or 10 volumes per student, whichever is greater	10,000 volumes or 15 volumes per student, whichever is greater
adult periodicals				
school students	7 titles	12 titles	15 titles	25 titles
50 students	10 + titles	20 + titles	30 + titles	40 + titles
school students	12 titles	25 titles	35 titles	50 titles
50 students	25 + titles	50 + titles	75 + titles	100 + titles
71 students	20 titles	40 titles	60 titles	75 titles
50 students	30 + titles with duplication of titles and indexes as required	60 + titles with duplication of titles and indexes as re- quired	80 + titles with duplication of titles and indexes as required	125 + titles with duplication of titles and indexes as required
	1 metropolitan news- paper plus 1 local newspaper	1 metropolitan news- paper plus all local newspapers	2 metropolitan news- papers (one national and 1 Salt Lake news- paper plus all local newspapers	3 metropolitan news- papers (two national and one Salt Lake news- paper) plus all local newspapers

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
D. Pamphlets, clippings, and ephemeral materials				
All schools	None	None	Have file available for teacher and student use	Have file available for teacher and student use
E. Filmstrips				
1-250 students	150 filmstrips or 1 per pupil, whichever is greater	300 filmstrips or 2 per pupil, whichever is greater	450 filmstrips or 3 per pupil, whichever is greater	600 + filmstrips or 5 per pupil, whichever is greater
Over 250 students	500 filmstrips or 1 per pupil, whichever is greater	700 filmstrips or 2 per pupil, whichever is greater	1,250 filmstrips or 3 prints per pupil, whichever is greater	2,000 filmstrips or 5 per pupil, whichever is greater
F. 8mm Films				
All schools	1 print for every 25 students with a minimum of 25 prints	1 print for every 20 students with a minimum of 50 prints	1 print for every 10 students with a minimum of 50 prints	1 print for every 5 students with a minimum of 50 prints
G. 16mm Films and video recordings	Use university, regional or district film libraries to supply needed 16mm films and utilize at least two films per teacher per year. Films usually come by mail	Receive motion picture films and video recordings by <u>delivery at least weekly from university, regional or district centers.</u> Charge is made to local schools for use of these films	Receive motion picture films and video recordings by <u>delivery at least weekly from university, regional or district centers</u> without any direct charge being made to the local school. Catalog cards on all state films are filed in card catalog	Have a basic collection of at least one motion picture film or video recorded program for every 30 students. These are located in the school media center and available for both teachers and students. Use centers as in Phase II or III to supplement

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
G. 16mm Films and video recordings			
H. Tape and disc audio recordings Exclusive of language laboratory, controlled reading materials, etc.			
1-250 Students	100 + records or tapes	200 + records or tapes	500 + records
250 + Students	1,000 + records or tapes or 1 per student, whichever is greater	1,500 + records or tapes or 2 per student, whichever is greater	2,000 + records or tapes, or 3 per student, whichever is greater
I. Slides Including all sizes of slides and those produced either commercially or by teachers and students, count individual slides not sets			
All schools	$\frac{1}{2}$ per student	1 per student	2 per student
J. Study prints In addition to individual prints			
All schools	1 set per teaching station plus 10 sets all to be housed in the media center	2 sets per teaching station plus 15 sets all to be housed in the media center	3 sets per teaching station plus 20 sets all to be housed in the media center

V. MATERIALS

Phase I

Phase II

Phase III

Phase IV

s and video

collection. Catalog cards on all state films are filed in card catalog

disc audio recordings
live of language
tory, controlled
g materials, etc.

Students	100 + records or tapes	200 + records or tapes	500 + records or tapes	1,000 + records or tapes
Students	1,000 + records or tapes or 1 per student, whichever is greater	1,500 + records or tapes or 2 per student, whichever is greater	2,000 + records or tapes, or 3 per student, whichever is greater	4,000 + records or tapes or 5 per student whichever is greater

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ools	$\frac{1}{2}$ per student	1 per student	2 per student	4 per student
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tion to individual

ools	1 set per teaching station plus 10 sets all to be housed in the media center	2 sets per teaching station plus 15 sets all to be housed in the media center	3 sets per teaching station plus 25 sets all to be housed in the media center	4 sets per teaching station plus 35 sets all to be housed in the media center
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V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>
K. Art prints			
1-250 Students	50 reproductions	75 reproductions	100 reproductions
Over 250 Students	150 reproductions	200 reproductions	300 reproductions
L. Globes			
Elementary schools	1 per 10 teaching stations plus 1 in media center	1 per 7 teaching stations plus 1 in media center	1 per 5 teaching stations and 1 in media center
Secondary schools	1 for 20 teaching stations plus 1 in media center	1 for 14 teaching stations and 1 in media center	1 for 10 teaching stations and 1 in media center
M. Overhead transparencies and/or transparency masters	1 per student	2 per student	3 per student
PROFESSIONAL COLLECTIONS			
N. Books			
Small schools Less than 15 professionals	3 titles per professional	5 titles per professional	8 titles per professional
Large schools	50 + titles	100 + titles	150 + titles
O. Magazines			
Small schools Less than 15 professionals	3 + titles	5 + titles	10 + titles
Large schools	10 + titles	15 + titles	20 + titles duplicates

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
Students	50 reproductions	75 reproductions	100 reproductions	150 reproductions
Students	150 reproductions	200 reproductions	300 reproductions	400 reproductions
Primary schools	1 per 10 teaching stations plus 1 in media center	1 per 7 teaching stations plus 1 in media center	1 per 5 teaching stations and 1 in media center	1 globe in each teaching station and one in the media center
Primary schools	1 for 20 teaching stations plus 1 in media center	1 for 14 teaching stations and 1 in media center	1 for 10 teaching stations and 2 in media center	1 for 7 teaching stations and 2 in media center
Transparencies Agency masters	1 per student	2 per student	3 per student	4 per student
COLLECTIONS				
Schools with more than 15 professionals	3 titles per professional	5 titles per professional	8 titles per professional	10 titles per professional
Schools	50 + titles	100 + titles	150 + titles	200 + titles
Schools with more than 15 professionals	3 + titles	5 + titles	10 + titles	15 + titles
Schools	10 + titles	15 + titles	20 + titles with duplicates as needed	30 + titles with duplicates as needed

V. MATERIALS

	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	<u>Phase IV</u>
P. Courses of study and curriculum guides	One copy of each state and district course of study guide available from district office	One copy of each state and district course of study guide plus at least one copy of each state TV guide available in school media center	Same as Phase IV	Same as for Phase II but in addition each guide has been cataloged and is included in the card catalog